



## Office of the Provost – Faculty Affairs

**To:** All Faculty, Deans, Chairs and School Directors  
**From:** The Office of the Provost – Faculty Affairs  
**Subject:** Reminder of Events & Important Due Dates – Spring Semester  
**Date:** January 6, 2026

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Below is a list of upcoming due dates and reminders for the spring semester. Please be sure to click on the links provided for additional information. A full list of important due dates can be found on the [Calendar of Key Faculty Contract Events](#) on the Faculty Affairs website.

### **Faculty Web Profiles:**

- Log in to the [Faculty Web Profiles URL](#) to preview your profile. Use “portal” as your username and password.
- Refer to the following [Frequently Asked Questions](#) on the [Faculty Web Profiles page](#) to learn more about how to add your profile picture and your Biography to your Faculty Profile, how to display your publications and more.

### **Faculty Searches:**

- **Full-Time Faculty Searches** – If you are serving on a search committee, please be sure to refer to the [Faculty Search Handbook](#) and the [PeopleAdmin Job Aids](#) for step-by-step instructions on the hiring process and how to navigate the hiring system. Chairs and Deans, should also refer to the [Letter of Intent Process and Templates](#).
- **Part-Time Faculty Searches** – Chairs and Deans, please refer to the [Part-Time Faculty Hiring Process](#) for step-by-step instructions on the hiring process, including [How to Create a Hiring Proposal](#).

### **Distinguished Faculty Awards:**

- **January 9** – Nominations are due – Click [here](#) to nominate the name of the faculty member you’d like to nominate.
- **January 30** – All nomination packets are due - Once your nomination is received, a case will be opened in the eDossier/Interfolio system and you will receive an email with instructions to upload the nomination packet materials for your nominee.

### **Workload:**

- **January 25** - Consultation meeting between Chair and Dean should occur by this date. Guidelines for implementation of the [Faculty Workload Assignment policy 3344-16-16](#) are posted [here](#).
- **January 31** - Faculty are notified of workload assignment for the next academic year.

### **Resignations / Retirements:**

- **February 15** - A faculty member has an obligation to give notice of intent to resign no less than three months before termination of the faculty member's service at the end of any academic term.
- **April 1** - By April first of the previous spring semester, faculty should notify their chair or director in writing of their intent to retire and to exercise post-retirement employment.
- Refer to the [Post-Retirement Teaching and Access](#) page for additional information.

### **Reappointment, Promotion and Tenure:**

- **April 6** – Preliminary Dossiers are due for tenure track faculty who are up for promotion/tenure. Refer to the [eDossier / Interfolio Instructions- for Faculty Candidates](#) for step-by-step instructions.
- **May 15** - The PRC Chair for each college/department should strive to send out requests for external evaluations by May 15 to ensure at least 5 are received by September 1. Refer to the [eDossier / Interfolio Instructions – for the Internal Reviewer](#) for step-by-step instructions.
- A list of all due dates and instructions for the RPT process can be found on the [Reappointment, Promotion and Tenure](#) page on the Faculty Affairs website.

### **Celebration of Faculty Excellence:**

- **April 8** – Join us as we honor faculty who have been selected for Distinguished Faculty Awards, the Distinguished Professor Award and those faculty who have been promoted and tenured. Invitation to follow.
- Previous events and award winners can be viewed on the Faculty Affairs [Rewards and Recognition](#) page.

## **eFAARs:**

- **April 30** – eFAARs are due for all faculty. Refer to the [Electronic Faculty Annual Activity Reports](#) page for additional information, including guidelines and instructions on how to navigate [Interfolio](#).

## **Outside Employment:**

- Faculty are required to upload the [Outside Employment Approval Form](#) to the eFAAR each year if they have been approved for outside employment.

## **Emeritus Status:**

- **June 1 or January 1** - Retired faculty who would like to request Emeritus Status, should send a one-page CV, along with their current address and phone number, to their Chair and Dean. Chairs and Deans should forward requests to Michael Artbauer, Provost's Chief of Staff, at [m.artbauer@csuohio.edu](mailto:m.artbauer@csuohio.edu). The deadlines to submit to the Provost's Office are either June 1 or January 1 each academic year, depending on the retirement date.
- Refer to the [Emeritus Status](#) page for additional information, including qualifications, privileges and responsibilities.

## **Spring Semester Holidays:**

- **New Year's Day** - Thursday, Jan. 1
- **Martin Luther King Jr. Day** - Monday, Jan. 19
- **President's Day** - Monday, Feb. 16
- **Memorial Day** - Monday, May 25
- **Juneteenth** - Friday, June 19
- **Independence Day** - Saturday, July 4 (University is closed Friday, July 3 for the holiday)

## **Policies and Procedures:**

- The [Policies and Procedures](#) page on the Faculty Affairs website for additional University policies, including Collective Bargaining Agreements, Faculty Personnel Policies and University Policies.